## CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

M-111

	FIRE DEPARTMENT	Division: SUPPRESSION
Item No.	Description	Retention
1.	General Correspondence  Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Retain for three years, then destroy.
2.	Station Daily Log  Daily log of company and personnel movement, including: alarms, annual leave, emergency leave, etc.	Retain for one year, then destroy.
3.	Vehicle Preventative Maintenance Check Sheets  Maintenance checks on apparatus and related equipment.	Retain for one year, then destroy.
4.	Fire Safety Inspection  Information on businesses relating to fire safety inspections.	Retain for one year, then destroy.
5.	Senior Station Officers Monthly Report  Reports prepared by the senior station officer on condition of buildings, apparatus, forms management, etc.	Retain for one year, then destroy.
6.	Vehicle Maintenance Records  Vehicle service and repair records.	Retain for one year, then destroy.

Edward P. Sherlock, J.	February 29, 2000
Department Director	Dat <b>é</b>
P. Bambe	3/10/00
City Clerk	Date
Schedule Approved by State Archivist	APR 2 7 2000
Schedule Approved by State Archivist	Date

Instructions - Prepare a separate form		ANNAPOLIS	RECORDS INVENTORY	
for each new or revised record series.	Records Management Program		PAGEOF	
1. Department  FIRE	2. Division Suppression		3. Unit STATION TAS	
DEFINITION - RECORD SERIES - A group of purposes.	f related records normal	ly filed and used as a unit i	for reference as well as retention and disposition	
4. Record Series Title STATION	DAILY LO	a	5. Earliest Year/Latest Year to	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.  DAILY LOW OF COMPANY FPERDUNE NOVEMENT;  Nucleuching ALARMS, Annual Leave, Emergency Leave, Exc.				
7. Record Series Format(s)  Letter Size	8. Record Series Se  Alphabetical  Numerical  Chronological  Geographical  Other (Specify)		9. Volume    Active on the State of the Drawer(s)	
11. File is Used  Daily			ctive After  Annth(s)   Vear(s)	
13. Current Location(s) (Bldg. Floor, Room)  OPS OFFICE		14. Is Record Series Duplicated Elsewhere?  (If yes, specify office)  No □ Yes		
15. Access Restrictions □ Yes ☑ No (If yes, cite law(s) & regulations)		16. Audit Requirements  □ None □ State □ Federal □ Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.)  □ Yes □ No		18. Recommended Retention  AS 13 12 months		
19. Name and Title of Preparer (2)	JAIO G.D ST	HERRIC	~	
20. Telephone Number 4/0 263			21. Date 8//3/96	

· · ·		ANNAPOLIS	RECORDS INVENTORY			
for each new or revised record series.	Records Mana	igement Program	PAGE / OF /			
1. Department	2. Division		3. Unit			
FIRE	Suppression		STATION-TAS			
DEFINITION - RECORD SERIES - A group of purposes.	f related records normal	ly filed and used as a unit f	or reference as well as retention and disposition			
4. Record Series Title UEHICLE PA	m CHECK SA	leet S	5. Earliest Year/Latest Year to PRESENT			
6. Record Series Description (Briefly describe of the series.	the types of information	n/documents/forms found	in the series. Include the purpose or function			
JACETO OSEC	FULL PIN C	HECKS ON F	APPINEROS +			
of the series. SHEELS USECT RELATED EQUI	pmen +					
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume			
□ Letter Size □ Micro Film □ Legal Size □ Computer Tape	□ Alphabetical		Number			
□ Bound Book □ Floppy Disk	Numerical		□ File Drawer(s)			
□ Audio Tape □ Video Tape □ Other (Specify)	□ Chronological	1	□ Microfilm Reel(s) □ Computer Tape(s)			
	□ Geographical		CLIP BURKS			
	□ Other (Specify)		10. Annual Accumulation			
			<u>Number</u>			
			□ File Drawer(s)			
·			□ Microfilm Reel(s) □ Computer Tape(s)			
			DISPOSED WHY APPROXECT			
11. File is Used		12. File Becomes Inac				
to Daily   Weekly   Mont	hly	Week - Month(s) - Year(s)				
		Number				
13. Current Location(s) (Bldg. Floor, Room)  OPS OFICE ON WALL		14. Is Record Series Duplicated Elsewhere?  (If yes, specify office)  □ No □ Yes				
15. Access Restrictions □ Yes (If yes, cite law(s) & regulations)		16. Audit Requirements  None □ State □ Federal □ Independent				
17. Is an index system used? (If yes explain briefly and		18. Recommended Re	tention			
describe any hardware/software.) □ Yes ⊠No		ASIS	1 YEAR			
19. Name and Title of Preparer	19. Name and Title of Preparer CASI SHELLAS					
20. Telephone Number 263-7975 21. Date 8/13/96						

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Instructions - Prepare a separate form	I	ANNAPOLIS	RECORDS INVENTORY		
for each new or revised record series.	Records Management Program		PAGEOF		
1. Department	2. Division		3. Unit		
FIRE	Suppre		STATION - TAS		
DEFINITION - RECORD SERIES - A group of purposes.	f related records normal	lly filed and used as a unit f	or reference as well as retention and disposition		
4. Record Series Title FIRE SAFE	rty inspected	ost	5. Earliest Year/Latest Year  1995 to PRESENT		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.  JUFOLMA HUN ON BUSINEWES, e. E. Affect doing FIKE  SAJELY #41 pections.					
7. Record Series Format(s)	8. Record Series Se	equence	9. Volume		
Letter Size	□ Numerical □ Chronological □ Geographical □ Other (Specify)		Number   Number   Price   Pr		
11. File is Used  □ Daily □ Weekly • Monthly		12. File Becomes Inactive After    WOLFIVIFE   Month(s)   Xear(s)   Number			
13. Current Location(s) (Bldg. Floor, Room)  OPS OFFICE FILE CASINET		14. Is Record Series Duplicated Elsewhere?  (If yes, specify office)  □ Yes			
15. Access Restrictions □ Yes □ No (If yes, cite law(s) & regulations)		16. Audit Requirements  □ None □ State □ Federal □ Independent			
17. Is an index system used? (If yes explain briefly and describe any hardware/software.)  ☐ Yes ☐ No		18. Recommended Retention			
19. Name and Title of Preparer Chaple Allachel					
20. Telephone Number 40 263	7995		21. Date 8/13/96		

Instructions - Prepare a separate form for each new or revised record series.		ANNAPOLIS	RECORDS INVENTORY			
for each new of revised record series.	Records Management Program		PAGE OF			
1. Department	2. Division		3. Unit			
FIRE	SUPPRESSION		STA LOW- TAS			
DEFINITION - RECORD SERIES - A group of purposes.	f related records normal	ly filed and used as a unit fo	or reference as well as retention and disposition			
4. Record Series Title SENION STATION OF	ficers mont	LLY REPORT	5. Earliest Year/Latest Year to fleet			
6. Record Series Description (Briefly describe	6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. A REPORT PREPARED BY THE SELVON STANDAND OFFICEN ON CONCLITION OF BLESS, APPARATUS, FORMS MANAGEMENT, C.FC.					
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume			
Letter Size	□ Alphabetical □ Numerical □ Chronological □ Geographical □ Other (Specify)		Number   N			
11. File is Used  □ Daily □ Weekly		12. File Becomes Inactive After  /// // // // Month(s)  Number  Year(s)				
13. Current Location(s) (Bldg. Floor, Room)  STATION OFFICES FILE CARNET		14. Is Record Series Duplicated Elsewhere? (If yes, specify office)  □ No				
15. Access Restrictions		16. Audit Requirements  □ None □ State □ Federal □ Independent				
17. Is an index system used? (If yes explain briefly and describe any hardware/software.)  □ Yes ☑ No		18. Recommended Rec	tention / YEAR			
19. Name and Title of Preparer	of Boshe	rhel				
20. Telephone Number 40°26	3-7975		21. Date \$//3/96			

Instructions - Prepare a separate form	CITY OF ANNAPOLIS		RECORDS INVENTORY			
for each new or revised record series.	Records Mana	agement Program	PAGE / OF /			
1. Department	2. Division		3. Unit			
FIRE	SUPPRESSION		STATION-TAS			
DEFINITION - RECORD SERIES - A group of purposes.	f related records normal	ly filed and used as a unit f	for reference as well as retention and disposition			
4. Record Series Title  SEAUCLE MAINS	LENANCE RE	xords	5. Earliest Year/Latest Year  1995 to PLECEST			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.  Copies of Wehrele Service Auch Repair Records.						
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume			
Letter Size	□ Alphabetical		<u>Number</u>			
□ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk	□ Numerical		File Drawer(s)			
□ Audio Tape □ Video Tape □ Other (Specify)	□ Chronological		□ Microfilm Reel(s) □ Computer Tape(s)			
	□ Geographical		□ Other (Specify)			
	☑ Other (Specify)		10. Annual Accumulation			
	Cottle (Specify)		/ Nicetini le Number			
	EACH VEAL	ICLE	File Drawer(s)			
			□ Microfilm Reel(s) □ Computer Tape(s)			
			□ Other (Specify)			
11. File is Used		12. File Becomes Inac	ctive After			
□ Daily □ Weekly □ Mont	thly	Number Month(s) PYear(s)				
13. Current Location(s) (Bldg. Floor, Room)  SHAHOW OFFICERS FILE CARNET		14. Is Record Series Duplicated Elsewhere?  (If yes, specify office)  No BYES MAINTENANCE DIO.				
	-B No	16. Audit Requirements				
(If yes, cite law(s) & regulations)		None □ State □ Federal □ Independent				
17. Is an index system used? (If yes explain briefly and describe any hardware/software.)  ☐ Yes ☐ No		18. Recommended Retention  AS LOW AS WHILE IS I YEA  ACTIVE OR RESERVE.				
19. Name and Title of Preparer (2004 M) Mg/w						
20. Telephone Number 4/0 263	2-7975		21. Date \$//3/9/			
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Instructions - Prepare a separate form		ANNAPOLIS	RECORDS INVENTORY
for each new or revised record series.	Records Management Program		PAGEOF
1. Department	2. Division		3. Unit
FIRE	SUPPRESSION		STATION 35
DEFINITION - RECORD SERIES - A group of purposes.	f related records normal	ly filed and used as a unit f	or reference as well as retention and disposition
4. Record Series Title STATION LOG			5. Earliest Year/Latest Year toto
6. Record Series Description (Briefly describe of the series.	the types of informatio	n/documents/forms found	
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume
© Letter Size □ Micro Film □ Legal Size □ Computer Tape	□ Alphabetical		<u>Number</u>
□ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape	O Numerical		□ File Drawer(s) □ Microfilm Reel(s)
Other (Specify)	☑ Chronological		☐ Computer Tape(s) ☐ Other (Specify)
	□ Geographical		
	□ Other (Specify)		10. Annual Accumulation
			<u>Number</u> □ File Drawer(s)
	•		□ Microfilm Reel(s)
			□ Computer Tape(s) □ Other (Specify)
			·
11. File is Used		12. File Becomes Inac	_
□ Daily □ Weekly □ Mont	hly	<u>i</u> Number □ M	fonth(s) Year(s)
13. Current Location(s) (Bldg. Floor, Room)  STATION 35  OPERATIONS OFFICE		14. Is Record Series Duplicated Elsewhere? (If yes, specify office)  ▼No □ Yes	
15. Access Restrictions □ Yes ☑ No (If yes, cite law(s) & regulations)		16. Audit Requirements  ✓ None □ State □ Federal □ Independent	
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes ♥ No		18. Recommended Re	
19. Name and Title of Preparer CAPT MF ROGERS			
	8-7975		21. Date 8-21-96

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY
for each new of revised record series.			PAGEOF
1. Department	2. Division		3. Unit
FIRE	SUPPRE	SSION	STATION 35
DEFINITION - RECORD SERIES - A group of purposes.	f related records normal	ly filed and used as a unit f	or reference as well as retention and disposition
4. Record Series Title	· M		5. Earliest Year/Latest Year
6. Record Series Description (Briefly describe	•		in the series. Include the purpose or function
of the series.  PM - CHECK SHE	ETS FOR	EQUIPMENT	HOUSED AT
STATION 35	·		
7. Record Series Format(s)	8. Record Series Se	equence	9. Volume
© Letter Size □ Micro Film □ Legal Size □ Computer Tape	□ Alphabetical		<u>Number</u>
□ Bound Book □ Floppy Disk	□ Numerical		□ File Drawer(s)
□ Audio Tape □ Video Tape □ Other (Specify)	Chronological		□ Microfilm Reel(s) □ Computer Tape(s)
			□ Other (Specify)
	□ Geographical	1	
	□ Other (Specify)	<u> </u>	10. Annual Accumulation
			<u>Number</u>
			☐ File Drawer(s) ☐ Microfilm Reel(s)
			□ Computer Tape(s)
			□ Other (Specify)
11. File is Used		12 File Personal Inco	Atura & SAA
		12. File Becomes Inactive After	
□ Daily □ Weekly □ Mont	thly	☐ Month(s) ☐ Year(s)	
13. Current Location(s) (Bldg. Floor, Room) STATION 35		14. Is Record Series Duplicated Elsewhere?  (If yes, specify office)  ✓ No □ Yes	
OPERATIONS OFFICE  15. Access Restrictions   Yes	⊠No		
(If yes, cite law(s) & regulations)		16. Audit Requirements  ☑ None □ State □ Federal □ Independent	
17. Is an index system used? (If yes explain briefly and describe any hardware/software.)  □ Yes ☑ No		18. Recommended Re	tention
19. Name and Title of Preparer CAP	TMFRO	GERS	
20. Telephone Number 268-	7915		21. Date 8-21-96
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1. Department	2. Division		3. Unit	
FIRE	SUPPRES	SSION	STATION 35	
DEFINITION - RECORD SERIES - A group of purposes.	f related records normal	ly filed and used as a unit f	or reference as well as retention and disposition	
4. Record Series Title FIRE-SAFETY SURVE	y REPORT		5. Earliest Year/Latest Year to	
6. Record Series Description (Briefly describe of the series.	the types of informatio			
RECORD OF INT	IAL IN-S	ERVICE IN	SPECTIONS	
		· 		
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume	
□ Letter Size □ Micro Film     □ Legal Size □ Computer Tape	□ Alphabetical		<u>Number</u>	
□ Bound Book □ Floppy Disk	□ Numerical		□ File Drawer(s) □ Microfilm Reel(s)	
□ Audio Tape □ Video Tape □ Other (Specify)	□ Chronological		□ Computer Tape(s)	
	□ Geographical		□ Other (Specify)	
			10. Annual Accumulation	
	□ Other (Specify)			
	_ <del>/</del>		<u>Number</u> □ File Drawer(s)	
			□ Microfilm Reel(s)	
		1	□ Computer Tape(s)	
/			<b>`</b>	
11. File is Used		12. File Becomes Inac	tive After	
□ Daily □ Weekly □ Mont	thly	☐ Month(s) ☐ Year(s)		
13. Current Location(s) (Bldg. Floor, Room	m)	14. Is Record Series Duplicated Elsewhere?		
STATION 38 OPERATIONS OFFICE		(If yes, specify office)  No Yes FIRE MARSHAC'S OFFICE		
15. Access Restrictions		16. Audit Requirements		
(If yes, cite law(s) & regulations)		None □ State □ Federal □ Independent		
17. Is an index system used? (If yes explain briefly and		18. Recommended Retention		
describe any hardware/software.) □ Yes ☑ No		1 YR		
19. Name and Title of Preparer CAPT M F ROGERS				
20. Telephone Number 7.6	8-7975		21. Date 8-21-96	

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Instructions - Prepare a separate form CITY OF A		ANNADOLIS	RECORDS INVENTORY		
for each new or revised record series.		agement Program			
			PAGEOF		
1. Department	2. Division		3. Unit		
FIRE	SUPPRESS	NOT	STATION 35		
DEFINITION - RECORD SERIES - A group of purposes.	f related records normal	ly filed and used as a unit f	or reference as well as retention and disposition		
4. Record Series Title GENERAL CORRESPON	NDFNCE		5. Earliest Year/Latest Year to		
6. Record Series Description (Briefly describe of the series.	the types of informatio	n/documents/forms found	in the series. Include the purpose or function		
RECORDS OF COR	RESPONDENCE	E BETWEEN	STATE W/35 AND		
OTHERS.		7			
7. Record Series Format(s)	8. Record Series Se	equence	9. Volume		
□ Letter Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape ☑ Other (Specify)	□ Alphabetical □ Numerical □ Chronological □ Geographical		Number  □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (Specify)		
	□ Other (Specify)		10. Annual Accumulation  Number  File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (Specify)		
11. File is Used		12. File Becomes Inac	tive After		
□ Daily □ Weekly ੈ □ Mont	thly	Number □ M	onth(s)		
13. Current Location(s) (Bldg. Floor, Room STATION 3S OPERATIONS OFFICE	m)	14. Is Record Series D (If yes, specify offi □ No □ Yes	Ouplicated Elsewhere? (ce)		
15. Access Restrictions □ Yes ☑ No (If yes, cite law(s) & regulations)		16. Audit Requirements  ☑ None □ State □ Federal □ Independent			
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes ☑ No		18. Recommended Re	V		
19. Name and Title of Preparer CAPT MF ROGERS					
	-7975		21. Date 8-21-96		
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